TEMPO Tip Sheet: Creating a Custom Grid (Report)

You can create and save one or more customized one-line report views. These views are referred to as "Column Grids," and can be used to provide customized one-line printouts as well.

1. From within the standard Residential System Grid (one-line report) view, click the **Column Manager** button.

	Search Results: 5 Listings / 5 Selected														
	Col	umns:	RES	System Grid	· • · · ·	Displ	ay: All 💌	Status: All		~		Price:	-	+ M	ulti-Field Sort
#		0	۵	MLS #	# Images	Δ Stat	Address	Area	S Туре	BR	Bth	FinSqFt	List Price	Sold Price	MT 🗠
1	v	١	١	2132573	1	CLOSD	31311 FAIRWIN DRIVE	204 Bay Village (CUY)	1F	4	2.1	2,546	\$ 269,900	240,000	27
2	V	٩	٢	2163115	1	CLOSD	619 DWIGHT DR	204 Bay Village (CUY)	1F	4	2.1		\$ 269,900	240,000	175
3	~	٢	١	<u>2216081</u>	1	CLOSD	485 Walmar Rd	204 Bay Village (CUY)	1F	4	2.1	2,392	\$ 269,900	260,000	18
4	V	٩	۵	2225238	1	CLOSD	28802 Osborn Rd	204 Bay Village (CUY)	1F	4	2.0	1,864	\$ 269,900	250,000	40
5	~	٢	۵	2236135	1	CLOSD	596 DEBBINGTON DR	204 Bay Village (CUY)	1F	4	2.1		\$ 269,900	251,500	35

2. A Column Manager window will appear. Click the Create new column report link.

🖉 Column Manager Webpage Dialog	\mathbf{X}
http://webster.firstamericanmls.com/3.0.00.26/Search/GridManager.asp	~
Column Manager	
Columns Available for: Residential	_
The Column Manager allows you to manage different column reports for your search results. The list below displays the available column reports. Select a column report then choose one of the options below.	v
Available Column Reports Judy's Grid Karen's Report RES System Grid Add or remove fields Change field sort order Change field format Personal Default Column: RES System Grid	
The list above is available directly from the search results, and allows you to switch your column report for the sar search results.	_

3. An Edit window will appear. Type a Grid Name, select the desired fields, then click the **Save** button.

Column Manager Webpage Dialog	
http://webster.firstamericanmls.com/3.0.00.26/Searc	h/GridFieldManager.asp
Column Manager > Edit	
rid Name: My Grid	Add/Remove Fields for Property Type: Residential
elect the access level for this grid	Carteal Save
	arch results. Selected fields will appear in the results grid in the same order they appearing the to right. Use the up and down arrows to sort your results. Click Save to apply the grid. Selected grid fields Long Description (Short Label) MLS No. (Let #) # Bedroams (# Beds) Area (Area) List Price (LPS)
	▲ ▼
	Cancel Save
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You will be returned to the Column Manager window. You will see your newly created grid in the Available Column Reports list. [Note: To set a grid as the default view, select it in the Personal Default Column drop down list.] Click the Done button. The one line report will reappear using the fields you selected for your custom grid.

The Column Manager allows you to manage different column reports for your search results. The list below displays the available column reports. Select a column report then choose one of the options below. Available Column Reports Judy's Grid Karen's Report My Grid RES System Grid Add or remove fields Change field sort order Change field format Personal Default Column: RES System Grid	 Columns Available for: Reside	ential	
Judy's Grid Karen's Report Create new column report My Grid RES System Grid Create new column report Add or remove fields Change field sort order Change field format Change field sort order Personal Default Column: Personal Default Column:			ow
	 Judy's Grid Karen's Report My Grid	Copy selected column report Delete column report Add or remove fields Chance field sort order Chance field format Personal Default Column:	

[Note: Unless you set your custom column grid as your default view, you will need to select it from the **Columns** drop-down list whenever you want to make use of it.]

	Search Results: 5 Listings / 5 Selected													
				• ***	Disp	lay: All 💌	Status: All		~		Price: 💌		+ Multi-Field Sort	
#		(Judy's Grid Karen's Report	mage	es ∆Stat	Address	Area	S Туре	BR	Bth	FinSqFt	List Price	Sold Price	MT
1	V	٩	My Grid	1	CLOSD	31311 FAIRWIN DRIVE	204 Bay Village (CUY)	1F	4	2.1	2,546	\$ 269,900	240,000	27
2		٩	Test RES System Grid	1	CLOSD	619 DWIGHT DR	204 Bay Village (CUY)	1F	4	2.1		\$ 269,900	240,000	175
3	~	٩	2216081 <u>2216081</u>	1	CLOSD	485 Walmar Rd	204 Bay Village (CUY)	1F	4	2.1	2,392	\$ 269,900	260,000	18
4		٩	2225238	1	CLOSD	28802 Osborn Rd	204 Bay Village (CUY)	1F	4	2.0	1,864	\$ 269,900	250,000	40
5	V	٩	2236135	1	CLOSD	596 DEBBINGTON DR	204 Bay Village (CUY)	1F	4	2.1		\$ 269,900	251,500	35